

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 2, 1987

ALL-COUNTY INFORMATION NOTICE NO. 1-43-87

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) CASE MANAGEMENT,
INFORMATION AND PAYROLLING SERVICES (CMIPS) CROSS
REFERENCE SCREENS

The purpose of this letter is to notify counties of the availability of IHSS/CMIPS Cross Reference Screens and the procedures for accessing them.

The Cross Reference Screens have been developed to improve the search capabilities of the IHSS/CMIPS. They are identified as:


- 1) NAMR - Name of recipient
- 2) NAMP - Name of provider
- 3) SSNR - Social Security number of recipient
- 4) SSNP - Social Security number of provider

Some key features of these screens are the ability to access recipient and provider information by name or Social Security number, to access information screens from recipient to provider and provider to recipient, and to search for information by the "Dolby Search" which accesses all names that sound like the one entered. There is also a limited inter-county search capability.

A county general password will give access to intra-county cross referencing only. If statewide access is required, contact an Electronic Data Systems (EDS) representative and request a password for a designee.

Attached are examples of the Cross Reference Screens, with field-by-field descriptions, and procedures for accessing the screens.

If you have any questions regarding this information, please contact Chris Greb at (916) 324-2328.


LOREN D. SUTER

Deputy Director
Adult & Family Services

Attachment

cc: CWDA

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*****  
X  
X  
X  
X I H S S R E C I P I E N T & P R O V I D E R X  
X  
X  
X C R O S S R E F E R E N C E S C R E E N S X  
X  
X  
X  
X  
X  
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BRIEF DESCRIPTION

THE 'IHSS RECIPIENT & PROVIDER CROSS REFERENCE SCREENS' ALLOW CROSS REFERENCING OF THE RECIPIENT AND PROVIDER BY NAME AND SOCIAL SECURITY NUMBER. THE CROSS REFERENCE SCREENS ARE ACCESSABLE WITH TWO DIFFERENT PASSWORDS. YOUR COUNTY'S GENERAL PASSWORD WILL GIVE YOU ACCESS TO INTRA-COUNTY CROSS REFERENCING ONLY. THE OTHER PASSWORD IS A SPECIAL PASSWORD THAT WILL ALLOW ACCESS STATEWIDE. THIS SPECIAL PASSWORD WILL ONLY BE GIVEN TO ONE PERSON THAT THE COUNTY DESIGNATES. THESE SCREENS WILL GIVE YOU THE ABILITY TO ACCESS SEVERAL DIFFERENT TYPES OF INFORMATION. FOR EXAMPLE, IT WILL ALLOW YOU TO LOCATE A RECIPIENT NUMBER WHEN ALL THAT IS AVAILABLE IS THE NAME. IT WILL ALSO ALLOW YOU TO DO THE SAME WITH A PROVIDER. THE FOLLOWING DOCUMENTATION WILL EXPLAIN HOW TO ACCESS ALL OF THE OTHER INFORMATION THAT THE CROSS REFERENCE SCREENS HAVE TO OFFER. THE CROSS REFERENCE SCREENS ARE DESIGNED TO DISPLAY DATA, THEREFORE THE MODE WILL ALWAYS BE 'I' FOR INQUIRY.

THERE ARE FOUR CROSS REFERENCE SCREENS, THEY ARE AS FOLLOWS:

- 1) NAMR -NAME OF RECIPIENT
- 2) NAMP -NAME OF PROVIDER

- 3) SSNR -SOCIAL SECURITY NUMBER OF RECIPIENT
- 4) SSNP -SOCIAL SECURITY NUMBER OF PROVIDER

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X
X      N N      N      A A A A      M M      M M      R R R R R      X
X      N      N      N      A      A      M M      M M      R      R      X
X      N      N      N      A      A      M      M      M M      R      R      X
X      N      N      N      A A A A A      M      M M      M      R R R R R      X
X      N      N      N      A      A      M      M      M      R      R      X
X      N      N N      A      A      M      M      R      R      X
X      N      N N      A      A      M      M      R      R      X
X      N      N N      A      A      M      M      R      R      X
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 * N A M R *

THIS NAMR I END OF SEARCH . . .

NEXT NAMR I

RECIPIENT NAME CROSS REFERENCE

NAME: SEX: COUNTY: D/O: RESET:

NAME STREET	SSN CITY	CASE\$ STATE	SEX AID D/O ZIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* THIS SCREEN DISPLAYS (5) LINES OF RECIPIENT INFORMATION.

1) NAMR -NAME OF RECIPIENT

IN ORDER TO ACCESS THE 'NAMR' SCREEN, FROM THE MENU OR ANY OTHER SCREEN EXCEPT THE CROSS REFERENCE SCREENS, YOU WILL NEED TO ENTER THE LAST NAME OF THE RECIPIENT ON THE 'NEXT' LINE WHILE IN THE INQUIRY (I) MODE. SINCE THE CHARACTERS OF THE LAST NAME ARE ALPHA CHARACTERS YOU WILL NEED TO DEPRESS THE 'DOWN-SHIFT' KEY ON YOUR KEYBOARD AT THE SAME TIME YOU ARE KEYING THE LAST NAME. IT IS LOCATED TO THE LEFT OF THE 'RETURN' KEY AND IS DESIGNATED WITH AN ARROW POINTING DOWNWARD. ONCE YOU ARE INTO THE CROSS REFERENCE SCREENS, IT IS NO LONGER NECESSARY TO USE THE 'DOWNSHIFT' KEY, NOR IS IT NECESSARY TO KEY YOUR INPUT ON THE 'NEXT' LINE.

LOCATED AT THE TOP OF THE SCREEN, DIRECTLY UNDER THE TITLE, THERE ARE SEVEN DEMOGRAPHIC 'INPUT' FIELDS AVAILABLE. IF YOU HAVE ANY OF THIS INFORMATION TO INPUT, IT WILL NARROW DOWN THE NUMBER OF RECIPIENTS THAT FALL UNDER THE LAST NAME THAT YOU ENTERED. THE FOLLOWING IS A FIELD BY FIELD DESCRIPTION OF THESE 'INPUT' FIELDS.

FIELD: NAME (LAST FIRST MI)

LENGTH: LAST=17 FIRST=12 MI=1 (ALPHA)

DESCRIPTION: THE RECIPIENT'S NAME IS TO BE INPUT HERE. YOU MAY INPUT JUST THE LAST NAME OR INPUT THE FULL NAME DEPENDING ON WHAT IS AVAILABLE. IF YOU HAVE THE FULL NAME TO INPUT, YOU WILL HAVE TO TAB FROM ONE FIELD TO THE NEXT. FOR EXAMPLE:

NAME: SMITH_____ FRED_____ A SEX: COUNTY:

OR

NAME: SMITH_____ F_____ A SEX: COUNTY:

FIELD: SEX

LENGTH: 1 (ALPHA)

DESCRIPTION: M=MALE OR F=FEMALE

FIELD: COUNTY
 LENGTH: 2 (NUMERIC)
 DESCRIPTION: COUNTY CODE NUMBER

FIELD: D/O
 LENGTH: 5 (NUMERIC)
 DESCRIPTION: THIS FIELD IS USED FOR DISTRICT OFFICE. YOU MAY USE THIS
 FIELD ONE OF THREE DIFFERENT WAYS. THEY ARE AS FOLLOWS:

- 1) 01____ -USED TO ACCESS INFORMATION IN ONE
 PARTICULAR DISTRICT OFFICE.
- 2) 01-99 -USED TO ACCESS INFORMATION IN A
 RANGE OF DISTRICT OFFICES.
- 3) 02, 03 -USED TO ACCESS INFORMATION IN TWO
 PARTICULAR DISTRICT OFFICES.

FIELD: RESET
 LENGTH: 1 ('*' OR 'X')
 DESCRIPTION: THERE ARE ONLY TWO VALID ENTRIES FOR THIS FIELD. THEY ARE
 AS FOLLOWS.

- 1) '*' -ENTERING THE ASTERISK IN THIS FIELD WILL CAUSE
 A SPECIAL FUNCTION CALLED THE 'DOLBY SEARCH' TO
 OCCUR. THIS WILL TELL THE SYSTEM TO SEARCH
 FOR RECIPIENT NAMES THAT SOUND LIKE THE NAME
 THAT YOU ENTERED.
- 2) 'X' -ENTERING THE 'X' IN THIS FIELD WILL CAUSE
 THE SYSTEM TO START FROM THE BEGINNING AND
 SEARCH FOR RECIPIENT NAMES THAT ARE SPELLED
 LIKE THE NAME THAT YOU ENTERED.

FIELD: BLANK (LOCATED DIRECTLY TO THE LEFT OF EVERY DISPLAY OF A
RECIPIENT'S NAME)

LENGTH: 1 (ALPHA)

DESCRIPTION: THIS FIELD CAN BE LOCATED BY DEPRESSING THE "RETURN" KEY
UNTIL YOUR CURSOR IS POSITIONED JUST TO THE LEFT OF A
RECIPIENT'S NAME IN THE DISPLAYED AREA OF THE SCREEN.
THIS IS AN INPUT FIELD AND THERE ARE FIVE VALID ENTRIES
THAT CAN BE USED TO GO DIRECTLY FROM THE SCREEN THAT YOU
ARE ON, TO A SCREEN FOR THE RECIPIENT THAT YOU DESIGNATE
WITH YOUR ENTRY. THE FOLLOWING DISPLAY OF VALID ENTRIES
WILL DESIGNATE WHAT SCREEN IT WILL TAKE YOU TO DIRECTLY
TO.

- | | |
|-----------------|-----------------|
| 1) 'A' = 'RELA' | 4) 'R' = 'RSUM' |
| 2) 'B' = 'RELB' | 5) 'X' = 'SSNR' |
| 3) 'C' = 'RELC' | |


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X
X      N N      N      A A A A      M M      M M      P P P P P      X
X      N  N      N      A      A      M  M      M  M      P      P      X
X      N      N      N      A      A      M  M      M  M      P      P      X
X      N      N      N      A A A A A      M      M M      M      P P P P P      X
X      N      N  N      N      A      A      M      M      M      R      X
X      N      N  N      N      A      A      M      M      M      R      X
X      N      N  N      N      A      A      M      M      M      R      X
X      N      N  N      N      A      A      M      M      M      R      X
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 * N A M P *

THIS NAMP I
 NEXT NAMP I

END OF SEARCH . . .

P R O V I D E R N A M E C R O S S R E F E R E N C E

NAME:	SEX:	COUNTY:	D/O:	RESET:
NAME	SSN	CASE#	SEX	
STREET	CITY	STATE	ZIP	
_____	_____	_____	-	
_____	_____	_____	_____	
_____	_____	_____	-	
_____	_____	_____	_____	
_____	_____	_____	-	
_____	_____	_____	_____	
_____	_____	_____	-	
_____	_____	_____	_____	
_____	_____	_____	-	
_____	_____	_____	_____	

* THIS SCREEN DISPLAYS (5) LINES OF PROVIDER INFORMATION.

1) NAMP -NAME OF PROVIDER

IN ORDER TO ACCESS THE 'NAMP' SCREEN, FROM THE MENU OR ANY OTHER SCREEN EXCEPT THE CROSS REFERENCE SCREENS, YOU WILL NEED TO ENTER THE LAST NAME OF THE PROVIDER ON THE 'NEXT' LINE WHILE IN THE INQUIRY (I) MODE. SINCE THE CHARACTERS OF THE LAST NAME ARE ALPHA CHARACTERS YOU WILL NEED TO DEPRESS THE 'DOWN-SHIFT' KEY ON YOUR KEYBOARD AT THE SAME TIME YOU ARE KEYING THE LAST NAME. IT IS LOCATED TO THE LEFT OF THE 'RETURN' KEY AND IS DESIGNATED WITH AN ARROW POINTING DOWNWARD. ONCE YOU ARE INTO THE CROSS REFERENCE SCREENS, IT IS NO LONGER NECESSARY TO USE THIS 'DOWNSHIFT' KEY, NOR IS IT NECESSARY TO KEY YOUR INPUT ON THE 'NEXT' LINE.

LOCATED AT THE TOP OF THE SCREEN, DIRECTLY UNDER THE TITLE, THERE ARE FOUR DEMOGRAPHIC 'INPUT' FIELDS AVAILABLE. IF YOU HAVE ANY OF THIS INFORMATION TO INPUT, IT WILL NARROW DOWN THE NUMBER OF PROVIDERS THAT FALL UNDER THE LAST NAME THAT YOU ENTERED. THE FOLLOWING IS A FIELD BY FIELD DESCRIPTION OF THESE 'INPUT' FIELDS.

FIELD: NAME (LAST FIRST MI)

LENGTH: LAST=17 FIRST=12 MI=1 (ALPHA)

DESCRIPTION: THE PROVIDER'S NAME IS TO BE INPUT HERE. YOU MAY INPUT JUST THE LAST NAME OR INPUT THE FULL NAME DEPENDING ON WHAT IS AVAILABLE. IF YOU HAVE THE FULL NAME TO INPUT, YOU WILL HAVE TO TAB FROM ONE FIELD TO THE NEXT. FOR EXAMPLE:

NAME: SMITH_____ FRED_____ A SEX: COUNTY:

OR

NAME: SMITH_____ F_____ A SEX: COUNTY:

FIELD: SEX
 LENGTH: 1 (ALPHA)
 DESCRIPTION: M=MALE OR F=FEMALE

FIELD: COUNTY
 LENGTH: 2 (NUMERIC)
 DESCRIPTION: COUNTY CODE NUMBER

FIELD: RESET
 LENGTH: 1 ('*' OR 'X')
 DESCRIPTION: THERE ARE ONLY TWO VALID ENTRIES FOR THIS FIELD. THEY ARE AS FOLLOWS.

1) '*' -ENTERING THE ASTERISK IN THIS FIELD WILL CAUSE A SPECIAL FUNCTION CALLED THE 'DOLBY SEARCH' TO OCCUR. THIS WILL TELL THE SYSTEM TO SEARCH FOR PROVIDER NAMES THAT SOUND LIKE THE NAME THAT YOU ENTERED.

2) 'X' -ENTERING THE 'X' IN THIS FIELD WILL CAUSE THE SYSTEM TO START FROM THE BEGINNING AND SEARCH FOR PROVIDER NAMES THAT ARE SPELLED LIKE THE NAME THAT YOU ENTERED.

FIELD: BLANK (LOCATED DIRECTLY TO THE LEFT OF EVERY DISPLAY OF A PROVIDER'S NAME)
 LENGTH: 1 (ALPHA- 'X' ONLY)
 DESCRIPTION: THIS FIELD CAN BE LOCATED BY DEPRESSING THE 'RETURN' KEY UNTIL YOUR CURSOR IS POSITIONED JUST TO THE LEFT OF A PROVIDER'S NAME IN THE DISPLAYED AREA OF THE SCREEN. THIS IS AN INPUT FIELD AND THE ONLY VALID ENTRY IS AN 'X'. THIS FIELD IS USED TO GO DIRECTLY FROM THE 'NAMP' SCREEN TO THE 'SSNP' SCREEN FOR THE PROVIDER YOU DESIGNATE WITH THE 'X'.

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X
X      S S S S S S  S S S S S S  N N      N  R R R R R      X
X      S              S              N N      N  R      R      X
X      S              S              N N      N  R      R      X
X      S S S S S S  S S S S S S  N N      N  R R R R R      X
X              S              S  N      N N      R      R      X
X              S              S  N      N N      R      R      X
X              S              S  N      N N      R      R      X
X      S S S S S S  S S S S S S  N      N N      R      R      X
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END OF SEARCH . . .

SSN: COUNTY: DISTRICT OFFICE: RESET:

CASE#:

SEX: ST: D/O: HRS:

[illegible]

3) SSNR -SOCIAL SECURITY NUMBER OF RECIPIENT

IN ORDER TO ACCESS THE 'SSNR' SCREEN FROM THE MENU OR ANY OTHER SCREEN, YOU WILL NEED TO ENTER THE SOCIAL SECURITY NUMBER OF THE RECIPIENT ON THE 'NEXT' LINE WHILE IN THE INQUIRY (I) MODE. ONCE YOU ARE INTO THE CROSS REFERENCE SCREENS, IT IS NO LONGER NECESSARY TO KEY YOUR INPUT ON THE 'NEXT' LINE.

LOCATED AT THE TOP OF THE SCREEN, DIRECTLY UNDER THE TITLE, THERE ARE FOUR DEMOGRAPHIC 'INPUT' FIELDS AVAILABLE. THE FOLLOWING IS A FIELD BY FIELD DESCRIPTION OF THESE 'INPUT' FIELDS. IF YOU HAVE ANY OF THIS INFORMATION AVAILABLE TO YOU, IT SHOULD BE INPUT IN THESE FIELDS.

FIELD: SSN
LENGTH: 9 (NUMERIC)
DESCRIPTION: RECIPIENT'S SOCIAL SECURITY NUMBER

FIELD: COUNTY
LENGTH: 2 (NUMERIC)
DESCRIPTION: COUNTY CODE NUMBER

FIELD: DISTRICT OFFICE
LENGTH: 5 (NUMERIC)
DESCRIPTION: THIS FIELD IS USED FOR DISTRICT OFFICE. YOU MAY USE THIS FIELD ONE OF THREE DIFFERENT WAYS. THEY ARE AS FOLLOWS:

- 1) 01____ -USED TO ACCESS INFORMATION IN ONE PARTICULAR DISTRICT OFFICE.
- 2) 01-99 -USED TO ACCESS INFORMATION IN A RANGE OF DISTRICT OFFICES.
- 3) 02,03 -USED TO ACCESS INFORMATION IN TWO PARTICULAR DISTRICT OFFICES.

FIELD: RESET

LENGTH: 1 ALPHA ('X' ONLY)

DESCRIPTION: THERE IS ONLY ONE VALID ENTRY FOR THIS FIELD. IT IS AS FOLLOWS.

- 1) 'X' -ENTERING THE 'X' IN THIS FIELD WILL CAUSE THE SYSTEM TO START FROM THE BEGINNING OF THE SEARCH FOR A RECIPIENT WITH THE SOCIAL SECURITY NUMBER THAT YOU ENTERED.

FIELD: BLANK (LOCATED DIRECTLY TO THE LEFT OF EVERY DISPLAY OF A RECIPIENT'S NAME, OR A PROVIDER'S PROVIDER NUMBER)

LENGTH: 1 ALPHA

DESCRIPTION: THIS FIELD CAN BE LOCATED BY DEPRESSING THE 'RETURN' KEY UNTIL YOUR CURSOR IS POSITIONED JUST TO THE LEFT OF A RECIPIENT'S NAME, OR A PROVIDER'S PROVIDER NUMBER, IN THE DISPLAYED AREA OF THE SCREEN. THIS IS AN INPUT FIELD AND THERE ARE FOUR VALID ENTRIES FOR THE RECIPIENT, AS WELL AS TWO VALID ENTRIES FOR THE PROVIDER, THAT CAN BE USED TO GO DIRECTLY FROM THE SCREEN THAT YOU ARE ON, TO A SCREEN FOR THE RECIPIENT OR PROVIDER THAT YOU DESIGNATE WITH YOUR ENTRY. THE FOLLOWING DISPLAY OF VALID ENTRIES WILL DESIGNATE WHAT SCREEN IT WILL TAKE YOU DIRECTLY TO.

RECIPIENT		X	PROVIDER
		X	
1) 'A' = 'RELA'	3) 'C' = 'RELC'	X	1) 'P' = 'PELG'
2) 'B' = 'RELB'	4) 'R' = 'RSUM'	X	2) 'S' = 'PSUM'

	X																							
X		S	S	S	S	S	S	S	S	S	S	S	S	N	N		N	P	P	P	P	P	P	X
X		S						S						N	N		N	P				P		X
X		S						S						N	N		N	P				P		X
X		S	S	S	S	S	S	S	S	S	S	S	S	N		N	N	P	P	P	P	P	P	X
X						S						S		N		N	N	P						X
X					S						S			N		N	N	P						X
X					S					S				N		N	N	P						X
X		S	S	S	S	S	S	S	S	S	S	S	S	N			N	N	P					X

XXXXXXXXXXXXXXXXXXXX

NEXT SSNP I

END OF SEARCH . . .

PROVIDER SSN CROSS REFERENCE

RESET:

PER CASE

4) SSNP - SOCIAL SECURITY NUMBER OF PROVIDER

IN ORDER TO ACCESS THE 'SSNP' SCREEN, FROM THE MENU OR ANY OTHER SCREEN, YOU WILL NEED TO ENTER THE SOCIAL SECURITY NUMBER OF THE PROVIDER ON THE 'NEXT' LINE WHILE IN THE INQUIRY (I) MODE. ONCE YOU ARE INTO THE CROSS REFERENCE SCREENS, IT IS NO LONGER NECESSARY TO KEY YOUR INPUT ON THE 'NEXT' LINE.

LOCATED AT THE TOP OF THE SCREEN, DIRECTLY UNDER THE TITLE, THERE ARE FOUR DEMOGRAPHIC 'INPUT' FIELDS AVAILABLE. THE FOLLOWING IS A FIELD BY FIELD DESCRIPTION OF THESE 'INPUT' FIELDS. IF YOU HAVE ANY OF THIS INFORMATION AVAILABLE TO YOU, IT SHOULD BE INPUT IN THESE FIELDS.

FIELD: SSN
LENGTH: 9 (NUMERIC)
DESCRIPTION: PROVIDER'S SOCIAL SECURITY NUMBER

FIELD: COUNTY
LENGTH: 2 (NUMERIC)
DESCRIPTION: COUNTY CODE NUMBER

FIELD: DISTRICT OFFICE
LENGTH: 5 (NUMERIC)
DESCRIPTION: THIS FIELD IS USED FOR DISTRICT OFFICE. YOU MAY USE THIS FIELD ONE OF THREE DIFFERENT WAYS. THEY ARE AS FOLLOWS:

- 1) 01____ -USED TO ACCESS INFORMATION IN ONE PARTICULAR DISTRICT OFFICE.
- 2) 01-99 -USED TO ACCESS INFORMATION IN A RANGE OF DISTRICT OFFICES.
- 3) 02,03 -USED TO ACCESS INFORMATION IN TWO PARTICULAR DISTRICT OFFICES.

FIELD: RESET

LENGTH: 1 ALPHA ('X' ONLY)

DESCRIPTION: THERE IS ONLY ONE VALID ENTRY FOR THIS FIELD. IT IS AS FOLLOWS.

- 1) 'X' -ENTERING THE 'X' IN THIS FIELD WILL CAUSE THE SYSTEM TO START FROM THE BEGINNING OF THE SEARCH FOR A PROVIDER WITH THE SOCIAL SECURITY NUMBER THAT YOU ENTERED.

FIELD: BLANK (LOCATED DIRECTLY TO THE LEFT OF EVERY DISPLAY OF A RECIPIENT'S NUMBER)

LENGTH: 1 (ALPHA)

DESCRIPTION: THIS FIELD CAN BE LOCATED BY DEPRESSING THE 'RETURN' KEY UNTIL YOUR CURSOR IS POSITIONED JUST TO THE LEFT OF A RECIPIENT NUMBER IN THE DISPLAYED AREA OF THE SCREEN. THIS IS AN INPUT FIELD AND THERE ARE TWO VALID ENTRIES THAT CAN BE USED TO GO DIRECTLY FROM THE SCREEN THAT YOU ARE ON, TO A SCREEN FOR THE RECIPIENT THAT YOU DESIGNATE WITH YOUR ENTRY. THE FOLLOWING DISPLAY OF VALID ENTRIES WILL DESIGNATE WHAT SCREEN IT WILL TAKE YOU DIRECTLY TO.

- 1) 'P' = 'PELG'
- 2) 'S' = 'PSUM'

SCREEN ERROR MESSAGES

EXPLANATION

'END OF SEARCH'

APPEARS WHEN NO MORE INFORMATION IS
AVAILABLE TO BE DISPLAYED

'PRESS ENTER FOR MORE RECORDS'

APPEARS WHEN MORE INFORMATION IS
AVAILABLE TO BE DISPLAYED

'INVALID SCREEN SELECTION'

APPEARS WHEN YOU HAVE ENTERED AN
INVALID CHARACTER IN THE 'BLANK'
FIELD